

# **CRAVEN COUNTY, NORTH CAROLINA**

## **Employment Vacancy Posting**

**POSITION:** Environmental Health Program Specialist (139-3)  
**LOCATION:** Craven County Health Department  
**HIRING RANGE:** \$43,779 – \$45,879  
**JOB TYPE:** Full-Time/Permanent/Non-Exempt  
**POSTING DATE:** January 7, 2016  
**DATE AVAILABLE:** Immediately  
**CLOSING DATE:** January 19, 2016

### **PRIMARY PURPOSE OF POSITION**

The primary purpose of this position is to oversee the staff of the On-site Water Protection Section (OSWPS), which includes the On-site Wastewater and the Private Drinking Water Well programs.

### **ESSENTIAL JOB FUNCTIONS**

Functions as a consultant to staff, other Environmental Health Specialists, contractors, developers, local officials, businesses, citizens, and related stakeholders on complex issues that arise. Set short term objectives for the On-site Wastewater and Private Drinking Water Well programs. Establishes goals, priorities and deadlines, and revises these as necessary to adjust to changing requirements and needs. Independently approves routine changes in methods, procedures and staffing patterns. Performs Quality Assurance reviews of at least 80% of septic permits, well permits, denials, soil/site evaluation sheets, field sketches, applications, inspection checklists and supportive documentation generated. Reviews overall program accomplishments. Identifies staff training needs. Assists Environmental Health Director in determining budget needs within the section.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of environmental health laws, rules and procedures. Thorough knowledge of environmental health methods and technology in both existing and emerging professional fields of work. Broad knowledge of office administration and management to include personnel policies and procedures and the budgetary process. Comprehensive knowledge of the duties and responsibilities of an Environmental Health Specialist. Ability to assess current and anticipated community and program needs, and to develop and implement programs to meet these needs. Ability to exercise sound judgement and deal tactfully with a wide range of public contacts while enforcing public health laws and rules.

### **MINIMUM EDUCATION AND EXPERIENCE**

Graduation from a four-year college or university with 30 semester hours of course work in the physical or biological sciences and two years of exposure in environmental health; or a four-year or Master's degree in Environmental Health from a program which is accredited by the National Accreditation Council for Environmental Health Curricula of the National Environmental Health Association and one year of experience in environmental health. Two years of experience at the Environmental Health Specialist level in a health department. Must be registered as an Environmental Health Specialist by the NC State Board of Environmental Health Specialist Examiners.

### **HOW TO APPLY**

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at [www.ncworks.gov](http://www.ncworks.gov) prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Deborah Barmann at 252-636-4960.

Craven County is an Equal Opportunity Affirmative Action Employer.

